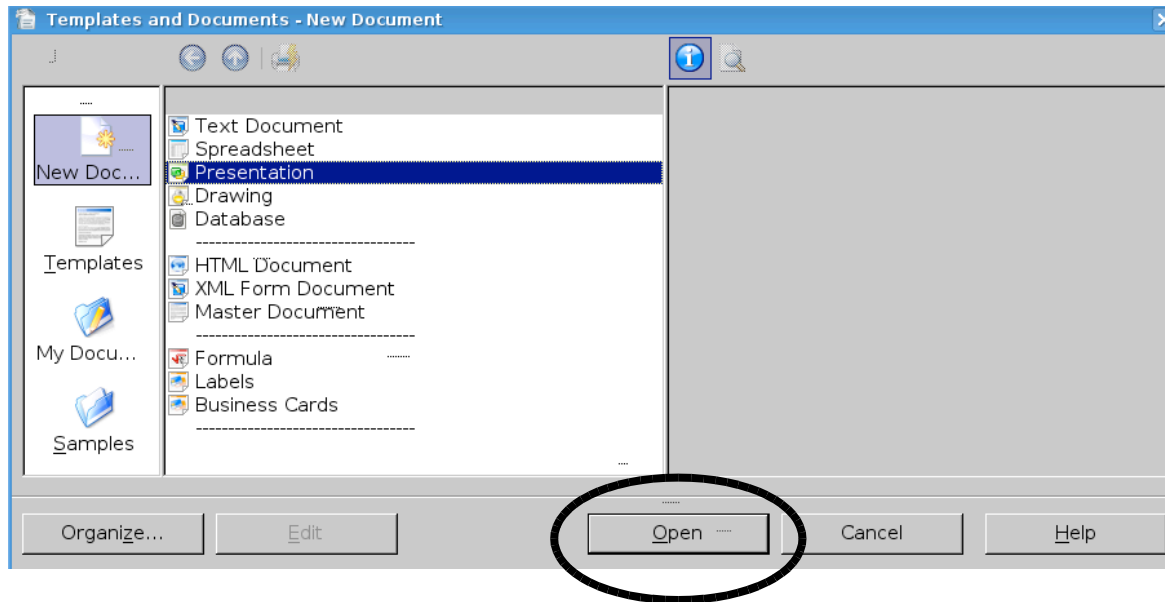


## Directions for Shape Drawing with Open Office Present:

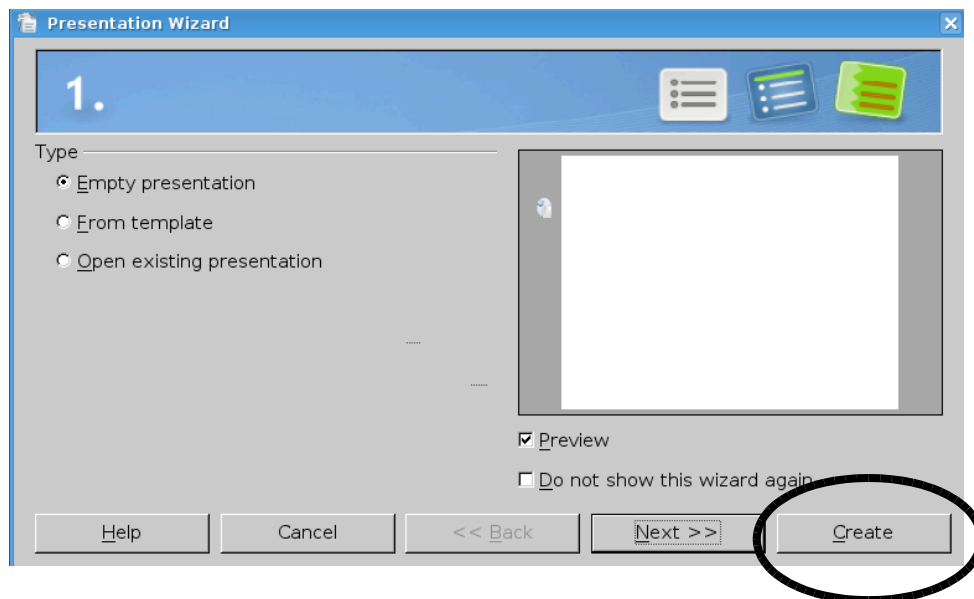
1. Start Open Office by clicking on the Open Office Icon



2. Select “Presentation” and “Open”



3. Click “Create”

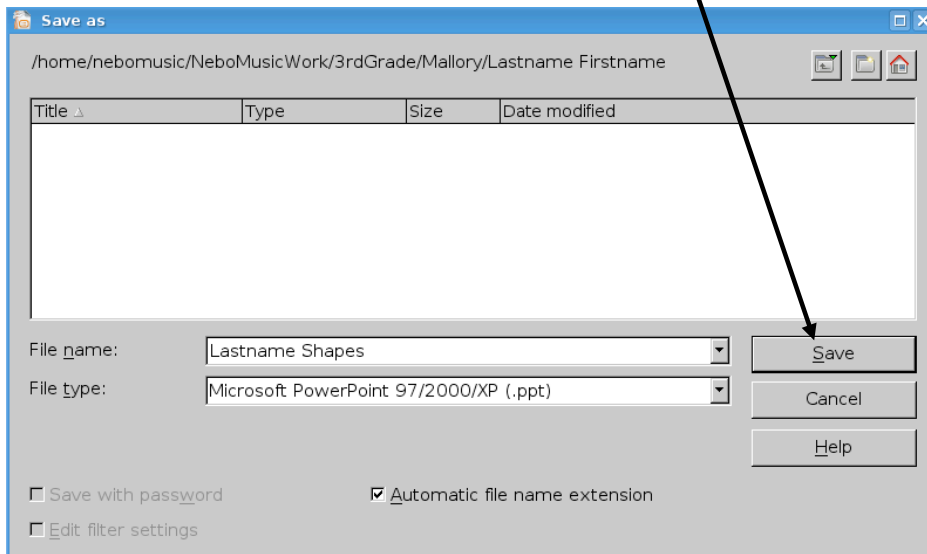


4. Click the Save Icon

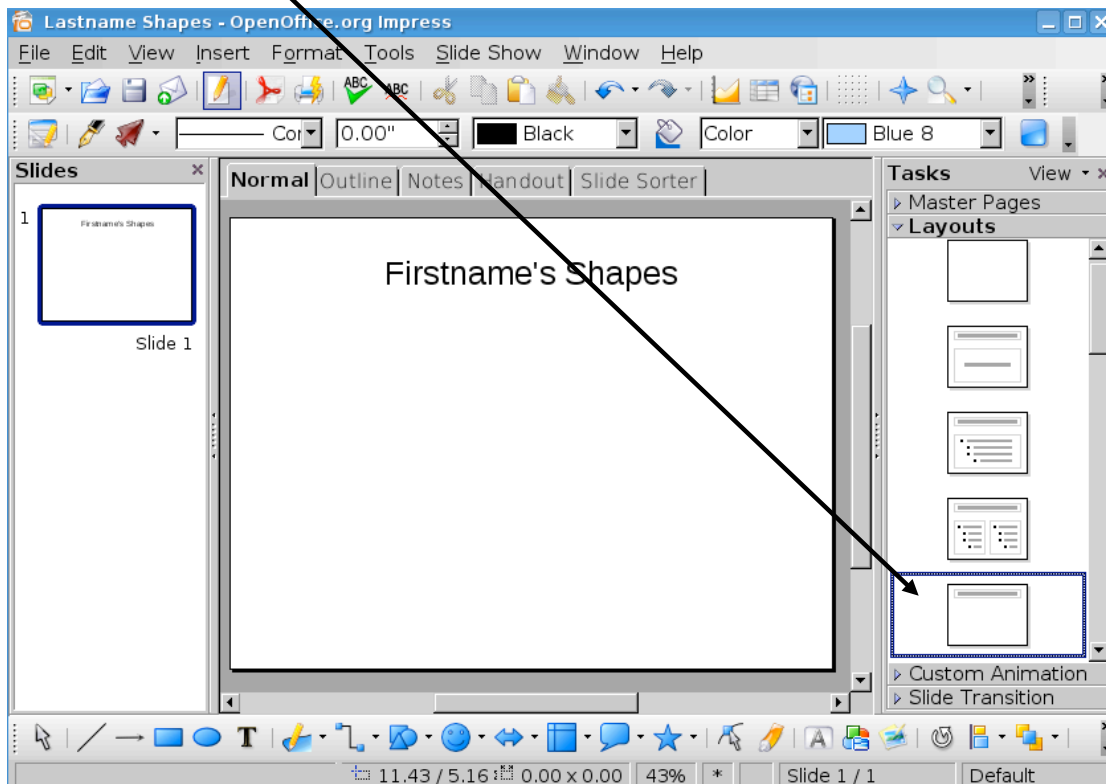


5. Find your File Area (NeboMusicWork → 3rdGrade → Teacher → Your Name)

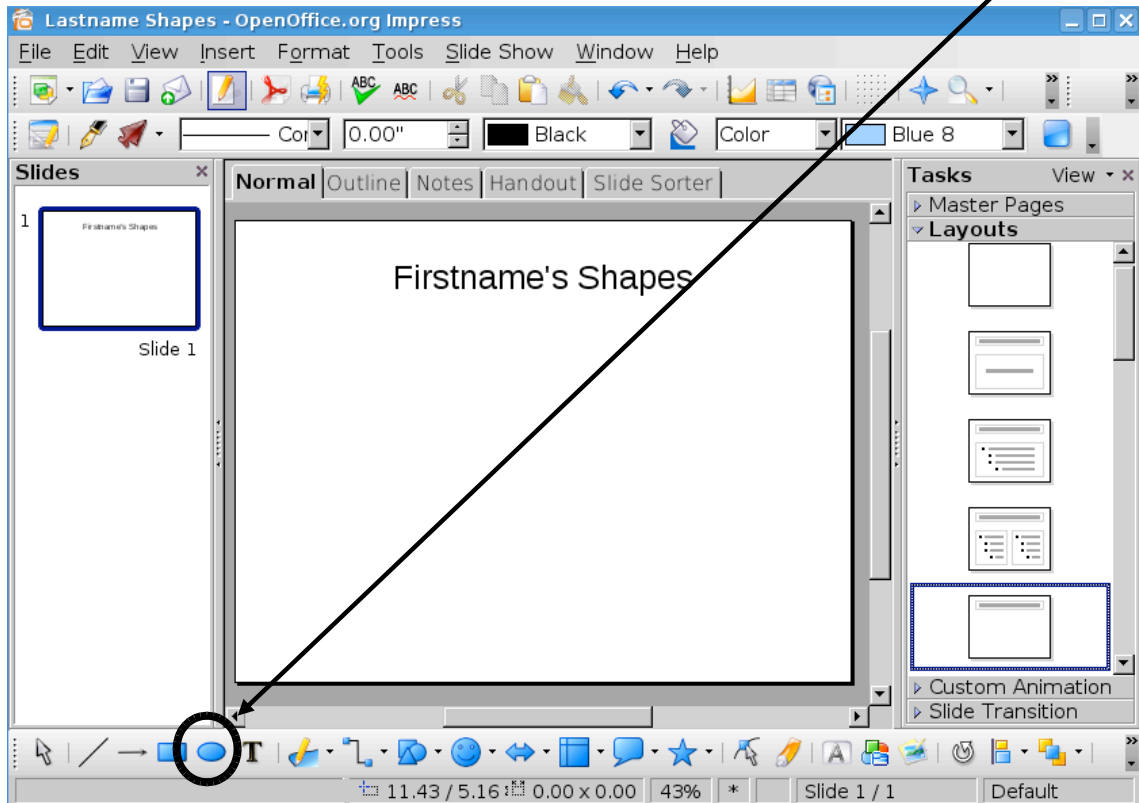
6. Name your work “Lastname Shapes” and click “Save.”



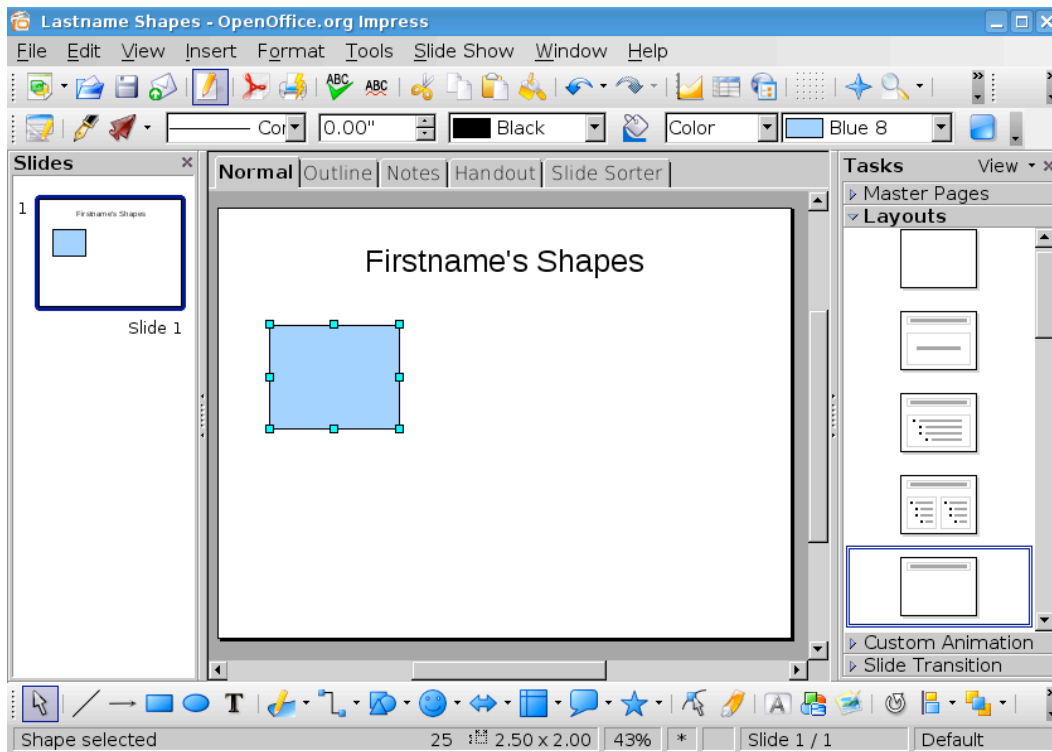
7. Click the Title Only Layout and Type “Firstname's Shapes” in the title area.



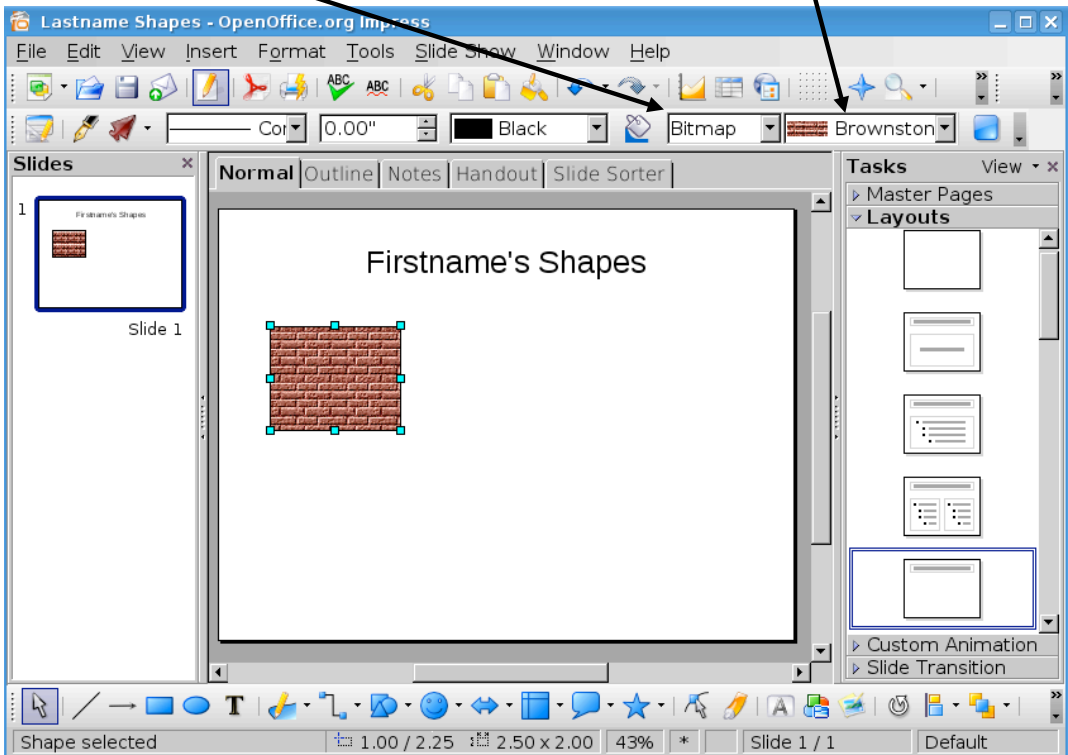
8. Select a shape from the Drawing Toolbar by clicking on an icon. (I selected the Rectangle)



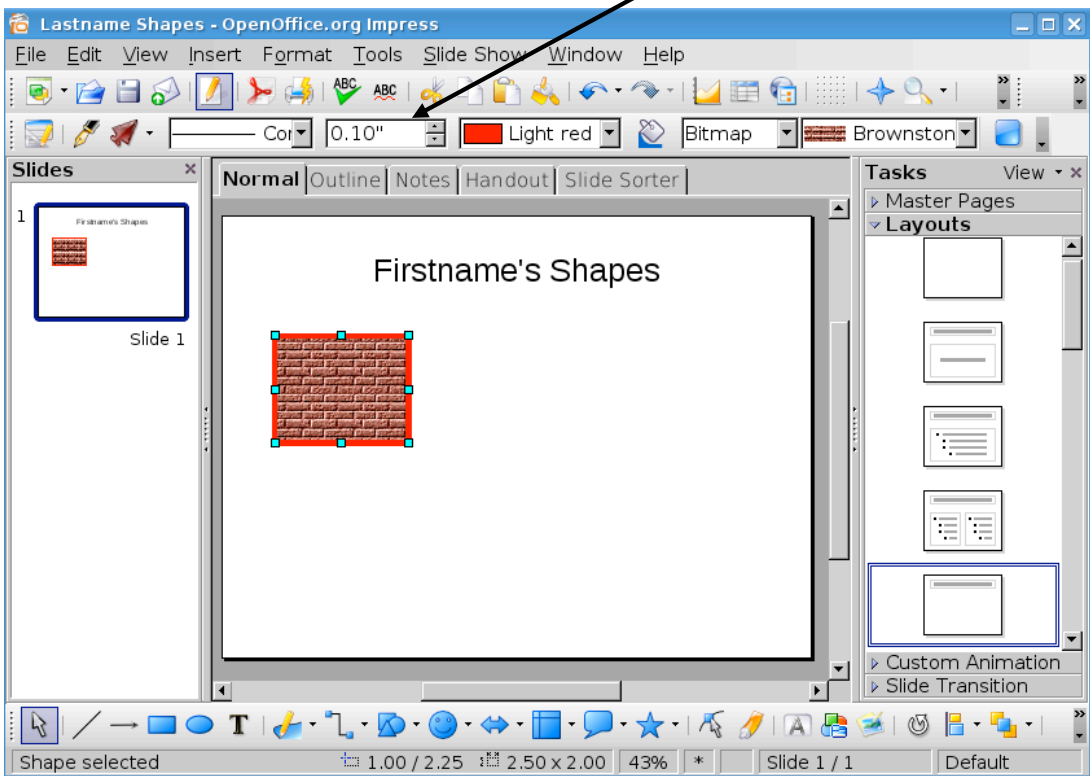
9. Click and Drag on the slide to draw the Shape.



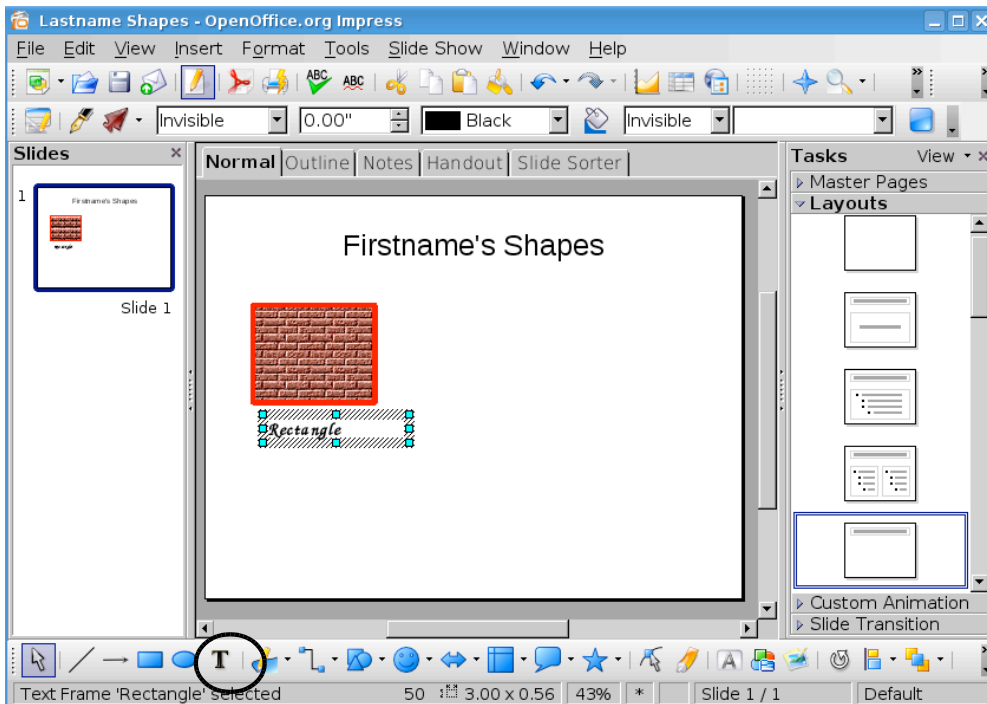
10. Select “Bitmap” from the Fill Drop Down Menu. Select a Texture to Fill the shape.



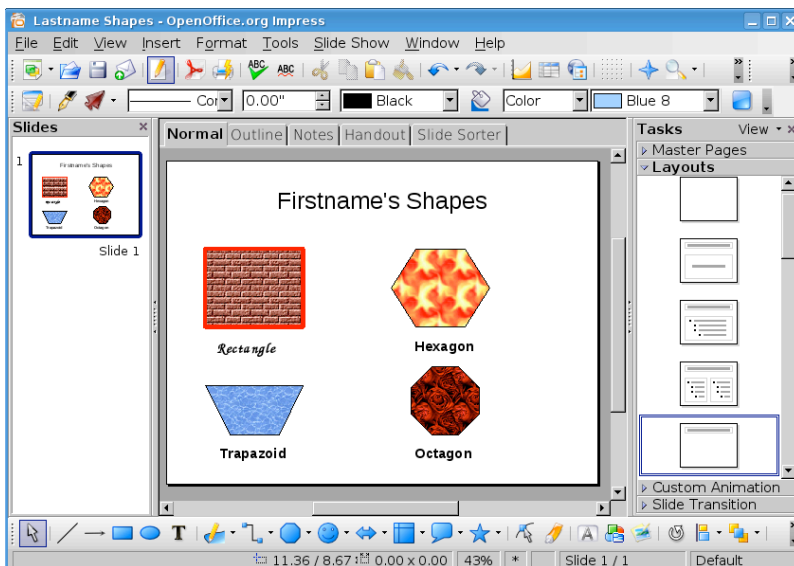
11. Change the Line Thickness by increasing the “Line Width” number.



12. Click the “Text Box” icon. Drag below the Rectangle to create a Text Box. Type “Rectangle” in the text box.



13. Select and create 3 more shapes and label them. Select a fill and line thickness for each shape. If you finish early, do the following steps.



14. Select “Insert → Slide” to make a new slide.

15. Use the Shape tools to draw an object (Examples: Car, House, Boat, Buildings, Room . . .)